

POSITION DESCRIPTION

PD Tracking Number M500
Series, Title and Grade 1176 Building Manager GS-11
Department Master PDs

Introduction Statement

This position description is designated with a Cybersecurity Data Element Code 000,000,000 updated based on requirements as indicated in the NICE Cybersecurity Workforce Framework: November 2, 2016.

The position is Non-Sensitive, Moderate Public Trust, Tier 2 requiring a SF85 form

The incumbent of this position provides occupants of both Federal Government buildings and privately leased space with safe, secure, clean, and sustainable facilities in which to conduct agency business, and may specialize in one or more program areas. The incumbent serves as the primary customer agency advocate and first GSA point of Contact with client agency personnel in designated GSA owned or leased buildings. In this capacity, employee interacts extensively with building tenants and client representatives on a recurring basis to assess their facility and facility related needs, and to assure that the procedures used to obtain services are responsive and customer friendly. As such, is responsible for improving customer and client agency satisfaction with building services; maintaining and preserving the real property assets (activities which assume the administration and quality assurance of a variety of contracts, such as operations and maintenance, custodial, security, and construction, as well as the development of minor and major repair and alteration projects); maintaining or lowering operational costs, including energy costs; and ensuring the provision of quality facility-related services. Finally, the incumbent protects taxpayer investments in Federal facilities by facilitating the efforts of appropriate stakeholders to maximize building performance through industry best practices and life-cycle operations and management.

Major Duties

1. Building Manager Duties: _____%

Exercises full responsibility and authority for the day-to-day operations of a designated building or groups of buildings within the GSA inventory. As the on-site property management representative, directs, performs, and coordinates the following program activities:

Manages building operations, maintenance, repair, alteration, historic preservation, recycling, concessions, safety, environmental and security in GSA-owned and leased buildings assigned. The facilities managed consist of medium-sized office buildings in a metropolitan area and/or smaller buildings scattered throughout a portion of a State. These facilities have approximately half a million square feet of space and house 1,000 to 3,000 occupants. The building space is used for office purposes, warehouse and storage space, and some kinds of specialized space.

Occupant agencies or organizations serviced number about 10 to 20 and service requirements change from year to year. Typically, facilities house area or district offices, in addition to small field offices. Many of the organizations require special purpose space, and require special custodial services and rigid temperature controls. Coordinating comprehensive safety programs and providing precautionary measures (alarm systems, emergency exits, fire sprinkler systems, etc.) is complex because individual buildings are large and house a lot of occupants. Due to occupant service requirements, there are frequent renovations and structural alterations.

Promotes and monitors efficient occupant space utilization, energy and water conservation, sustainability and environmental hazards programs, and fire and security protection. Implements and monitors programs related to tenant safety and comfort. Reviews plans and specifications for projects in assigned buildings and participates on teams which evaluate and recommend materials and equipment related to HVAC, electrical, standby generators, lighting, fire protection systems, and vertical transportation systems.

Manages the building operations and maintenance personnel whether contractors or Federal employees to 1) monitor and evaluate performance of major building systems including HVAC, electrical, water distribution, and fire life safety; 2) adjust performance of systems as necessary to improve building energy and water efficiency and maintain proper indoor air quality; 3) oversee conduct trouble-shooting of at the equipment, system, and building levels in to ensure compliance with laws and regulations; and, 4) manage building automation systems (BAS) and computerized maintenance management systems (CMMS) to enable proactive or predictive maintenance, establish control strategies, and align operations and financial management.

Evaluates building structures, permanent interiors, furniture, equipment, and the maintenance, repair, and cleaning of building structures, and permanent interiors elements. Manages grounds and exteriors including parking structures and lots, site utilities, landscaping and grounds, snow removal, and exterior building maintenance; assesses the effect of climate and extreme environmental conditions and evaluates the performance of grounds and exterior elements; assesses the need for alterations in grounds and exterior elements; and manages the maintenance and custodial needs of grounds and exterior elements.

Monitors information and trends related to facility management technologies and assesses their applicability in assigned buildings; plans for and oversees the acquisition, installation, operation, maintenance, upgrade, and disposition of components supporting facility management technologies; manages preventive and predictive maintenance, and makes appropriate recommendations when modifications are needed.

May authorize work or delivery of supplies or materials and makes purchases for services up to the simplified acquisition threshold; establishes requirements and orders or purchases supplies and equipment; arranges for storage and distribution, maintains property records and accounts, and is accountable for all real and personal property assigned.

Participates and/or assists in planning and developing operating budgets and all related Federal Buildings Fund procedures and activities for assigned facilities. Activities include preparation of the annual budget estimates for maintenance, mechanical workloads, utility rate increases; development of overtime and additional services estimates; related equipment, pest control and waste systems; and the cost of minor repairs, and security support. Utilizes agency business performance goals and objectives in the operations of assigned facilities. Uses Life Cycle Cost Analysis and Total Cost of Ownership concepts in the development of budgets for building services, repair and alteration, design, and construction.

Ensures development of occupant emergency plans, and maintains physical preparedness designed to assist and protect the public and Federal employees in emergency situations. Makes sure tenants are trained in emergency procedures and all emergency systems and procedures are periodically tested and work as planned.

As GSA's customer service representative for assigned buildings, develops and promotes positive working relationships with customer agencies and client personnel, and maintains continuous liaison with building tenants and top management officials of customer agencies and tenants at facilities managed. Exercises delegated authority to commit resources to continually improve and support customer satisfaction for projects within specified thresholds. As a customer advocate, also makes recommendations to and negotiates with the supervisor to initiate projects and activities that exceed his/her authority. Regularly meets with high level client agency representatives and tenants from various Federal agencies, Federal judges and other court officials, business persons, local government officials, and the general public on matters involving GSA programs and activities within the buildings assigned.

Works with tenant agencies, building occupants, contractors, appropriate GSA program experts, and other stakeholders to coordinate sustainability-related programs as applicable. These include but are not limited to recycling, HAZMAT reduction, green purchasing, alternative transportation and workplace strategy, energy and water use awareness and conservation, grassroots efforts to enlist occupant support of building sustainability goals, and incorporation of sustainability including the guiding principles

in development of project requirements.

Performs duties in support of building tenants, tenant agencies, and other PBS Divisions. Works closely with other GSA personnel, customer agency personnel, and contractors in the planning, design, renovation, construction, alteration, operation, maintenance, and repair of assigned buildings. Identifies the impact of building activity projects upon tenant agency operations and service delivery and ensures that customer agencies are aware of the schedule and timing of building-related activities that may impact upon the clients' operation. Directs and/or coordinates the operation of all construction, alteration and repair projects to minimize or ideally avoid adverse impact to customer agencies.

Continuously analyzes tenant agency space and service requirements in relation to overall facility operating plans, and applicable agreements established with client agencies and other service providers. In gathering tenant agency requirements, determines impact to operations and resource requirements and develops solutions or recommendations that balance various objectives. Due to the diversity of client base, scope of buildings managed, and in recognition of the level of decision-making authority delegated, will be required to adapt and refine general administrative policies and technical guidelines for application to the issues and facility management problems being evaluated. Conducts meetings with tenant agency representatives to determine if existing space allocations and level of building services provided are adequate and consistent with individual agency's current and projected operational needs and program requirements. Incumbent recognizes where evolving tenant agency needs require the involvement of other GSA business lines and coordinates as necessary to see those needs met.

In response to particular problems and on a recurring basis, gathers information to assess the level of customer satisfaction. Data gathering methods used include tenant satisfaction surveys, agency contact surveys, interviews with agency contacts, tenant meetings, service calls logs, and focus groups. The information gathered is interpreted, validated, and prioritized with tenants, and specific action plans are developed to implement improvements.

Manages the contracting and leasing administration process as needed on behalf of tenant agencies and GSA. In this capacity, may oversees force account operations (where applicable) and administers various types of contracts, leases, and serves as the contracting officer's technical representative (COTR). Develops and implements a cost effective quality assurance plan; monitors contractor's quality control and performance; plans and oversees the work of on-site contractor personnel; informs the contracting officer of any technical or contractual difficulties encountered; informs the contractor of failures to comply with technical requirements of the contract; evaluates any proposed contract changes and makes recommendations to the Contracting Officer regarding changes in scope of performance standards to improve service delivery and meet customers' needs, or changes in the site conditions; performs final inspection of completed work against contract requirements and approves or rejects the final product in whole or in part.

2. Lease Management Duties: _____%

As a Contracting Officer's Representative, works in coordination with the Leased Contracting Officer (LCO) to perform pre-occupancy and transition tasks including reviewing space requests; participating in market surveys and design kickoff/acceptance meetings; preparing lessor transition and customer welcome packages; providing past performance information to the LCO for succeeding leases; and perform space condition inspections, key collection for vacated space, and coordinate overtime utility services and payments. For non-fully serviced leases, coordinates the procurement of contract services such as custodial, operations and maintenance (O&M) and utilities with GSA and contractor personnel.

Provides contract administration and lease management services to ensure that lessors comply with the scope, terms and conditions of the lease. Leases are complex involving the housing of multiple agencies with complex space requirements such as space for extensive computer equipment. Through personal review, contacts with client agency personnel and tenant surveys, analyzes and monitors the full range of leased building operational procedures and policies for conformance with GSA requirements. Collaborates with the lessor's facility staff to ensure that service levels are delivered as required in the lease. Determines potential improvements and enhanced efficiencies, develops and recommends problem resolution and monitors implementation of required revisions to established policies and

procedures.

Independently investigates complaints received from tenant agencies, property managers or others. As related to bona fide complaints, interprets lease provisions to ensure equity for the Government and lessor. Meets with lessors, property managers and contractors to discuss and potentially resolve complaints or disputes concerning issues such as quality of services delivered, adequacy of maintenance and operation of mechanical systems, custodial services or grounds maintenance. Explains, promotes, and implements GSA property management policies, procedures and methods involving services provided to tenants by GSA and/or lessors, to include: equipment maintenance, repair and/or replacement, reimbursable services, building repairs and alterations, new or revised space requirements, energy utilization, building sustainability, safety and environmental issues, concessions and other amenities, security, child care facilities and services, overtime utilities and other GSA programs/operations.

Performs other related duties as assigned.

NOTE: Incumbent is subject to being called at any time for emergency situations involving buildings managed.

CONDITION OF EMPLOYMENT: The incumbent must possess and maintain a valid civilian driver's license. Building Managers are designated as essential employees. An essential employee is one designated to report to, or remain at work in emergency situations, such as hazardous weather condition, to protect life, safety, health or property. Dismissal or closure announcements do not apply to essential employees. They must report to or remain at work, unless otherwise directed by their supervisor.

Factor Levels

Factor 1. Knowledge required by the Position

Knowledge of a wide range of building management principles, concepts and practices as well as a thorough understanding of building tenants and client agencies needs, requirements, and customer satisfaction drivers to operate, maintain, and manage real property assets in a manner that provides quality, efficient building services and satisfies building tenants and customer agencies.

Technical knowledge of building operations and maintenance, including Federal and industry operations and maintenance best practices; major systems and equipment such as HVAC, controls, mechanical, electrical, plumbing, roofing, structural, elevators, and renewable energy systems and how they contribute to whole building energy and water use; programs such as commissioning, building retuning and continuous commissioning, energy and water efficiency, sustainability, zero environmental footprint and related energy goals, custodial, waste management and recycling; art and historic preservation; space alterations; safety, emergency management, environmental management, and concessions. Specialized knowledge in one or more areas of emphasis is desired and may be developed during the course of career advancement.

Knowledge of PBS business policies, processes and initiatives related to Property Management programs including: data management and associated performance measures; customer relationship management and communication protocols; budget formulation and execution processes to include Life Cycle Cost Assessment and Total Cost of Ownership; project management process; use of building automation systems (BAS), CAD/CIFM, BIM, advanced metering, CMMS and other data and technology tools used to effectively manage properties; and trends in the facility management technology.

Working knowledge of the Randolph-Sheppard Act/concessions program and corresponding regulations, responsibilities and requirements of individual state agencies, and local and federal health and sanitation codes and regulations.

An in-depth knowledge of agency policies, regulations and Desk Guides, and applicable Federal statutes, including General Services Acquisition Manual (GSAM); the Federal Acquisition Regulations (FAR), the

Federal Management Regulations (FMR) with regard to property management and safety issues, required to plan and manage the operation of buildings including lease administration processes; specific knowledge of FAR related to Simplified Acquisition procedures necessary to develop requirements, prepare contracts or support information, evaluate offers and award small purchase contracts within delegated authorities; the Federal Buildings Personnel Training Act of 2010; and Executive Orders related to Sustainability and the Agency Strategic Sustainability Performance Plan.

Knowledge and understanding of GSA policies regarding use and management of purchase cards.

Ability to integrate knowledge of legal, engineering, architecture, fire and life safety, physical security, food service, finance, asset preservation, HVAC, environment, cost estimation, contracting, lease management so that the diverse issues are satisfactorily coordinated and analyzed, conflicts resolved, risks identified and mitigated as necessary, and buildings operated in a manner that conforms to technical requirements and responds to client needs.

In-depth analytical knowledge of the property management industry, including private sector leasing protocols and practices involving facility operations and systems; comprehensive knowledge of technical operating and customer-focused strategies required to create a facility environment that exceeds customer expectations, within established operating and financial parameters contractually determined by the lessor(s).

Comprehensive knowledge of quality assurance and quality control methods and standards, inspection and evaluation procedures and issue resolution required to ensure optimal contract performance.

Knowledge of contracting rules and regulations regarding the technical soundness of contractor-provided supplies/services/processes and decisions to ensure services provided meet contract specifications as well as business and workplace needs of the tenant.

Knowledge of a wide range of real estate principles, concepts, and practices as well as a good understanding of the real estate market in order to perform such duties as acquire property or space; or advise others on acquisition of space; or relocation of employees and tenants in situations involving complicating factors such as unusual and diverse uses; and a wide range of acquisition methods.

Knowledge of qualitative and quantitative techniques and statistical interpretation required to perform extensive coordination and fact-finding in order to identify client agency and building tenants' facility needs in relation to customer satisfaction; evaluate and interpret required customer survey responses and other similar data; analyze the effectiveness and efficiency of property management programs and building profitability initiatives; evaluate technical and program data, and to make decisions or recommendations for action based on consideration of all aspects of a problem.

Advanced skills in interpersonal relations and in written and oral communications required to explain, evaluate and negotiate client and technical operating requirements; coordinate work efforts and negotiate resolutions to problems; present information and conduct town hall meetings, tenant interviews and discussions in a concise and professional manner.

Knowledge of customer relations and conflict resolution sufficient to develop and maintain a high level of customer satisfaction in the building(s) managed.

Ability required to plan, schedule, and balance all technical aspects of multiple tenant requirements, such as complex alterations, and to independently determine and execute the appropriate sequencing of work required to fulfill client agency needs and to inform them regarding the status of projects; knowledge of building operational requirements necessary to assess the feasibility and impact of space moves and alterations on tenant agency operations, in order to minimize adverse impacts.

Factor 2. Supervisory Controls

Work is assigned by the supervisor in terms of broad general guidance and overall program goals. The employee, in consultation with his/her customers and the supervisor, determines overall objectives and

together, determines the resources available to accomplish the work. The employee and his/her customers, in consultation, develop the deadlines and projects for which the employee will be responsible. Discussion issues may involve negotiation strategies, long range client agency needs, or specific approaches to be used in unusual or complex transactions impacting upon client agency operations.

The employee independently plans and carries out assignments; resolves conflicts that arise; coordinates the work with others; and interprets policy on own initiative in terms of reducing costs, improving customer satisfaction and providing quality services. The employee keeps the supervisor and customers informed of progress and potentially controversial matters, such as Congressional interest, projects delays and other changes of interest. Overall, work is reviewed by the supervisor for effectiveness in meeting goals and client agency requirements.

Factor 3. Guidelines

Guidelines consist of Federal Management Regulations (FMR) and non-mandatory desk guides, accepted property management principles, practices and laws that provide a general outline of the concepts, methods, legal requirements, and goals of the organization; applicable Federal statutes, including the GSAM, and other established legal and regulatory guidance. In establishing building operation and maintenance systems, the incumbent follows policy manuals/procedural guides issued by higher authority and receives technical assistance from regional specialists in planning building renovation or alteration projects.

The incumbent must use judgment and initiative in the selection, interpretation, and application of the guides, making compromises and adaptations, when necessary, within the framework of established objectives. The incumbent must also evaluate the impact or results of the application of standard agency practices, management criteria, or other parameters related to property management operations, and recommend changes or improvements to existing procedures to accommodate new or unique situations or eliminate deficiencies in current practices.

Factor 4. Complexity

The work involves providing the full range of property management services and real property assets to agencies housed in one or more buildings. Work assignments typically involve the use of many different and unrelated Property Management and customer interaction processes and methods in the acquisition, management and delivery of a wide variety of services in building(s) that often involve diverse and unusual combinations of tenant requirements and activities.

Manages building operations, maintenance, repair, alteration, historic preservation, recycling, concessions, safety, environmental and security in GSA-owned and leased buildings assigned. The facilities managed consist of medium-sized office buildings in a metropolitan area and/or smaller buildings scattered throughout a portion of a State. These facilities have approximately half a million square feet of space and house 1,000 to 3,000 occupants. The building space is used for office purposes, warehouse and storage space, and some kinds of specialized space.

Occupant agencies or organizations serviced number about 10 to 20 and service requirements change from year to year. Typically, facilities house area or district offices, in addition to small field offices. Many of the organizations require special purpose space, and require special custodial services and rigid temperature controls. Coordinating comprehensive safety programs and providing precautionary measures (alarm systems, emergency exits, fire sprinkler systems, etc.) is complex because individual buildings are large and house a lot of occupants. Due to occupant service requirements, there are frequent renovations and structural alterations.

Assignments are varied and require consideration of many variables such as geographic location, market conditions, availability of labor, customer requirements budgetary constraints, historical data, political climate, etc. Contract specification, independent government cost estimates and force account staffing patterns must all be tailored to specific locations, and all variables must be researched and considered to determine the optimum course (s) of action. There are virtually no recurring assignments since

requirements are constantly changing, and the incumbent must deal with uncooperative property owners, service providers and customers. Actions, negotiations and to deal with unusual circumstances and a variety of projects involving conflicting and/or overlapping schedules.

The incumbent uses originality in planning the scope and direction of projects and in identifying solutions to potential problems. He/she performs both short-and long range planning, typically involving an in-depth analysis and evaluation of complicated and often conflicting combinations of characteristics, issues, and alternatives related to customer requirements, contract terms, building and system limitations, and resource constraints.

With regard to lease management work, leases space to organizations or tenants having special needs, conducts utilization surveys, and develops long- and short-range plans for realty requirements in a large geographic or metropolitan area. Serves as agent for multiple agencies resolving problems covered within the terms of leases including equipment malfunctions, building maintenance, or unanticipated changes in space needs. Oversees the contractor's quality control and performance, informs the contracting officer of any technical or contractual difficulties encountered; informs the contractor of failures to comply with technical requirements of the contract and monitors, and coordinates, and/or oversees the work of on-site contractor personnel. Makes recommendations to the CO regarding changes in scope of performance standards to improve service delivery; meets customer's needs and performs final inspections of work required, with the authority to approve or reject the product in whole or in part. Deals with unanticipated changes in space needs caused by changes in mission or functions necessitating more or less office space.

Factor 5. Scope and Effect

The purpose of the work is to plan, schedule, coordinate, and/or monitor building services to a group of client agencies housed in buildings under the incumbent's control. The incumbent analyzes problem areas and recommends or implements corrective measures within the guidelines of property management requirements. The incumbent directs overall activities of workers in a variety of trades and custodial capacities through subordinate trades supervisors or contractor operations; and plan operating programs, develop standard schedules for maintenance activities, and make periodic inspections of facilities to insure smooth functioning. The work, which involves treating a variety of occupancy related problems, formulating directives, and evaluating the adequacy of services provided, affects the efficiency of property management operations and the satisfaction of the client agencies housed.

Factors 6. & 7. Personal Contacts and Purpose of Contacts

Personal contacts within GSA include: architects, engineers, estimators, various service providers, workplace strategists, sustainability program managers, energy management and craft personnel, telecommunications specialist, auditors, legal counsel, and technical specialists. Outside contacts include property managers, legal counsel, industry officials, constructions contractors, local government officials, Congressional staff, judges, tenants, and other key Federal agency personnel.

Contacts are typically initiated to communicate with and understand tenants' and client agencies; needs related to the provision of property management services and activities; negotiate and settle a variety of difficult services issues and/or leasing problems; provide guidance consultation and project oversight to GSA or contract personnel; and to influence motivate or question persons or groups to provide, accept and abide by the terms of contracts, leases or agreements related to various property management issues and services. Frequently the parties involved express conflicting objectives, which requires the employee to exercise a significant degree of persuasion, diplomacy, and tact.

Factor 8. Physical Demands

This work is mostly sedentary; however, walking, climbing ladders, crawling under and over equipment, bending, stooping and standing for long periods of time is required while inspecting buildings during field evaluations.

Factor 9. Work Environment

Work is normally performed in an office setting, however, incumbent is routinely required to travel and

may be exposed to slippery or uneven ground, falling objects, constructions and site conditions, noise, dust and environment or other discomforts and hazards. The employee must travel to customer offices and GSA sites; a valid driver's license is required.

CLASSIFICATION EVALUATION STATEMENT

Reference:

- a. OPM PCS for Building Management Series, GS-1176 dated September 1992
- b. OPM PCS for Realty Series, GS-1170 dated August 1993

Series and Title Determination: This position provides occupants of both Federal Government buildings and privately leased space with safe, secure, clean, and sustainable facilities in which to conduct agency business, and may specialize in one or more program areas. The incumbent of this position serves as the primary customer agency advocate and first GSA point of Contact with client agency personnel in designated GSA owned or leased buildings assigned. The incumbent of this position promotes and monitors efficient occupant space utilization, energy and water conservation, sustainability and environmental hazards programs, and fire and security protection. The incumbent develops, implements, and monitors programs related to tenant safety and comfort; and reviews building plans and specifications for new buildings and evaluates and recommends materials and equipment related to HVAC, electrical, standby generators, lighting, fire protection systems, and vertical transportation systems. This meets the series definition for the GS-1176 Building Management series.

Although the lease management work is done in conjunction with the Building Manager work, the paramount knowledge and skill required by this position is the Building Manager work. In accordance with the reference, the title, "Building Manager" is appropriate because the incumbent of this position is directly responsible for managing the operation of one or more buildings. Therefore, the appropriate title and series is Building Manager, GS-1176.

Grade Determination: The paramount requirement for this position is the GS-1176 Building Manager work and constitutes a minimum of 25 percent of the workload. Consistent with the reference at the GS-11 level, this position is responsible for managing building operations, maintenance, repair, alteration, historic preservation, recycling, concessions, safety, environmental and security in GSA-owned and leased buildings assigned. The facilities managed consist of medium-sized office buildings in a metropolitan area and/or smaller buildings scattered throughout a portion of a State. These facilities have approximately half a million square feet of space and house 1,000 to 3,000 occupants. The building space is used for office purposes, warehouse and storage space, and some kinds of specialized space.

Occupant agencies or organizations serviced number about 10 to 20 and service requirements change from year to year. Typically, facilities house area or district offices, in addition to small field offices. Many of the organizations require special purpose space, and require special custodial services and rigid temperature controls. Coordinating comprehensive safety programs and providing precautionary measures (alarm systems, emergency exits, fire sprinkler systems, etc.) is complex because individual buildings are large and house a lot of occupants. Due to occupant service requirements, there are frequent renovations and structural alterations.

The incumbent directs overall activities of workers in a variety of trades and custodial capacities through subordinate trades supervisors or contractor operations; and plan operating programs, develop standard schedules for maintenance activities, and make periodic inspections of facilities to insure smooth functioning. In establishing building operation and maintenance systems, the incumbent follows policy manuals and procedural guides issued by higher authority. Technical assistance is received from regional specialists in planning building renovation or alteration projects. The incumbent has primary responsibility for fostering cooperative relationships and providing optimum levels of service. In conclusion, this position clearly meets the GS-11 level of reference a.

The lease management work was evaluated using reference b. The following is the analysis of the work:

Factor 1. Knowledges Required by the Position	Level 1-7	1250 Pts
Factor 2. Supervisory Controls	Level 2-4	450 Pts
Factor 3. Guidelines	Level 3-3	275 Pts
Factor 4. Complexity	Level 4-3	150 Pts
Factor 5. Scope and Effect	Level 5-3	150 Pts
Factors 6 & 7. Personal Contacts and Purpose of Contacts	Level 3C	180 Pts
Factor 8. Physical Demands	Level 8-1	5 Pts
Factor 9. Work Environment	Level 9-1	5 Pts

Total Points: 2465

Grade Conversion: GS-11 (2355 to 2750 point range)

Final Classification: Building Manager, GS-1176-11

FLSA EVALUATION

Comments/Explanations: This position fails to fully meet any exemption criteria in 5 CFR 551.

Conclusion: Non-exempt

Position Classification Standards Used

Building Management Series, 1176, TS-118 September 1992